



Creating solutions, changing lives.

Helping people with disabilities  
gain greater independence.



**You are invited to submit a proposal in accordance with the Easter Seals Project ACTION (ESPA) Application Guidance document, which can be found at [www.projectaction.org](http://www.projectaction.org) or by faxing your request to Ms. Shelia McCray at 202.737.7914.** Proposals with 10 copies must be received in the ESPA office not later than 5:00 p.m. January 6, 2006. This is a firm deadline and extensions are not granted. Award is expected to be made on or before February 24, 2006.

**Project Number:** 455-6211-01-105

**Title:** Status Report on the Current Use of Wheelchairs and Other Mobility Devices on Public and Private Transportation

**Issue Date:** November 17, 2005  
**Issued By:** Easter Seals Project ACTION  
700 13<sup>th</sup> Street, NW, Suite 200  
Washington, DC 20005

**Submit Offers to:** Ms. Shelia McCray  
Contract and Operations Manager  
Easter Seals Project ACTION  
700 13<sup>th</sup> Street, NW Suite 200  
Washington, DC 20005

**For Information, contact:** Mr. Ken Thompson  
Technical Assistance Contractor Specialist  
Easter Seals Project ACTION  
Telephone: 202-347-3066 or 800-659-6428  
TDD: 202-347-7385  
Fax: 202-737-7914  
All questions should be submitted via email to: [ktompson@easterseals.org](mailto:ktompson@easterseals.org)

**Funding Range:** Up to \$99,500

**Contract Period:** 12 Months or less

## **OBJECTIVE**

Create a comprehensive national report on the status of the current use of wheelchairs and other mobility devices on public and private fixed-route and paratransit vehicles including taxis. The report must include but is not limited to the following considerations: safety; securement policy, equipment and practice; transporting and storing durable medical equipment policy and practice; insurance practice and considerations; and existing or needed standards regarding any of these factors including wheelchair and device stability. The target audience for the status report includes at least public and private providers of fixed-route, paratransit and taxi service, public and private agencies involved in the purchase of wheelchairs and other mobility devices, mobility managers, human service agencies that serve people using these devices, people with disabilities and device manufacturers. An essential element of the report is inclusion of existing policy, standards and “best practices” that bear on the purchase and safe and secure use of wheelchairs, other mobility devices and durable equipment that contribute to meeting the test of being “transit friendly” or “transit ready.” Fundamentally, this involves determining and understanding on an individual basis transportation options available to people with disabilities of all ages that need and use devices, the array of aids available and used and responsive securement and vehicle features.

Ultimately, it is the purpose of the report to assist agencies and individuals in the development and implementation of policies and practices regarding the purchase and use of safe and secure wheelchairs, other mobility devices and durable medical equipment used and/or carried on transportation vehicles.

Upon completion the report will be made available electronically and in hard copy in alternative formats as needed through Easter Seals Project ACTION.

## **BACKGROUND**

The Americans with Disabilities Act (ADA) of 1990 includes transportation requirements to enable people with disabilities to have increased mobility by requiring accessible fixed-route transportation and for eligible people with disabilities, accessible complementary ADA paratransit. Included within the Federal accessibility regulations are requirements for the safe securement of wheelchairs and other mobility aids within transportation vehicles including, for example, specifications for securement locations and related equipment, lift/ramp size, vehicle configuration, load requirements and definition of “common wheelchairs.”

Some transportation providers, agencies that underwrite the purchase of wheelchairs, programs that serve people with disabilities and individuals with disabilities are uncertain about establishing policy, practice and procedures needed to safely and effectively serve people using wheelchairs, other mobility devices and related durable medical equipment such as oxygen, walkers, or crutches. Human service agencies are often in the same position and become involved with people with disabilities and their families when assisting with or paying for the purchase of wheelchairs and other devices.

## **EASTER SEALS PROJECT ACTION**

Easter Seals Project ACTION (ESPA) was established in 1988 by the United States Congress to identify and promote “Innovations in Public Transportation for People with Disabilities.” This project is funded through a cooperative agreement with the Department of Transportation, Federal Transit Administration and is implemented through Easter Seals. ESPA undertakes applied research, the development of

resources, training and technical assistance activities focusing on accessible transportation for people with disabilities and older adults.

ESPA provides training and technical assistance across the country to both the disability and transportation communities. Staff provide information in response to specific requests for information and assist community members in developing and identifying effective practices for enhancing local transportation services. ESPA hosts a toll-free information line, develops and distributes products, delivers training and provides technical assistance through email, fax, telephone and on-site consultation free of charge.

## **STATEMENT OF WORK**

Each task description is followed by a statement for deliverable(s) related to that task. This information is intended to provide a framework for development and implementation of the project plan. ESPA is seeking the insight of applicants on how best to achieve the objectives. Applicants are expected to describe development and implementation plans that can realistically be accomplished within the contract time period. Proposals must present the applicant's current thinking in sufficient detail to demonstrate an understanding of the problem and the soundness of the recommended approach.

All materials developed under contract for ESPA will be produced in an accessible electronic format, in addition to any other hard copy or media formats appropriate to the project.

The applicant must propose an external project advisory committee that will provide guidance and feedback to the project team. Qualified people with disabilities must be included on all project advisory/consultant teams/committees. Also, a member of the ESPA National Steering Committee will be appointed to serve as an ad hoc member of the project advisory committee.

## **Task Descriptions**

### **Task 1**

Working with the project's Advisory Committee, the contractor should develop a comprehensive detailed outline of proposed contents for the status report. Topic areas should include but are not necessarily limited to:

- Wheelchair and mobility devices that meet and exceed the definition of a common wheelchair.
- Other types of mobility devices such as scooters and segways.
- Durable medical devices such as walkers, crutches, electronic health monitoring devices, infusion pumps, respiratory ventilators, oxygen tanks, etc., in vehicles.
- Securement situations that affect passenger safety, driver health, and other riders or are intrusive to the passenger.
- Standards or policy that address issues of access, securement and safety regarding the use of wheelchairs, other mobility devices, and durable medical equipment on transit vehicles and private vehicles such as accessible taxis.
- Practices and challenges related to insurance.
- Practices and innovations being used by that transit systems to accommodate oversized or nontraditional mobility aids.
- Best practices and innovations that equipment manufacturers have developed to make their products more "transit-friendly."

In this task, with the involvement from the advisory committee, define and propose an approach for the identification, acquisition, review and analysis of existing published and unpublished resources for approval by the ESPA Technical Assistance Contract Specialist.

Deliverable:

A detailed and comprehensive outline to the ESPA Technical Assistance Contract Specialist for review, comment and approval.

## **Task 2**

With the assistance of the advisory committee, develop a detailed research approach for the identification, acquisition, review and analysis of published and unpublished resources as proposed in the Task I approved deliverable. This approach must be approved by the ESPA Technical Assistance Contract Specialist prior to execution of the approach. The approach may include, but is not limited to conducting literature reviews, surveys of people with disabilities, agencies that serve people with disabilities, transportation providers, government agencies, research programs and standards setting organizations.

Deliverable:

A proposed detailed research methodology and analytic approach to the ESPA Technical Assistance Contract Specialist for approval.

## **Task 3**

Execute the approved research approach.

## **Task 4**

With the involvement of the advisory committee, prepare the final draft of the status report. Provide a draft to the ESPA Technical Assistance Contract Specialist for review and approval.

Deliverable:

Draft Status Report

## **Task 6**

Complete the final report by incorporating changes recommended by the ESPA Technical Assistance Contract Specialist and submit the completed status report.

Deliverable:

Status report on the current use of wheelchairs and other mobility devices on public and/or private transportation

## **Special Notes:**

- Complete instructions for applying for ESPA contract awards are in the ESPA Application Guidance Manual, which can be found at **[www.projectaction.org](http://www.projectaction.org)** or by faxing your request to Ms. Shelia McCray at 202-737-7914.
- The RFP is not the subject of a low-bid process. It is a competitive process that seeks the creativity, expertise and knowledge of the contractor to develop a quality product that meets the objective and budget, as stated.

An external peer review panel consisting of individuals collectively knowledgeable in the problem area will evaluate proposals. Selection of an organization or individual is made in consideration of the following factors:

- The adequacy of the proposed methodology for achieving project goals and objectives; the adequacy of the plan for organizing and carrying out the project;
- The extent to which the applicant understands the targeted project statement and its relationship to accessible transportation; the appropriateness of project objectives and outcomes in relation to the specific nature of the problems identified in the proposed scope of work;
- The reasonableness of the proposed budget and soundness of the applicant's plans for fiscal management;
- The qualifications and experience of the Project Director and proposed staff;
- The extent to which the applicant demonstrates the involvement and participation of individuals with disabilities in planning, program development, and project implementation; the evidence that the applicant will collaborate and coordinate with disability organizations, transportation agencies, and others in the area of accessible transportation;
- The soundness of the plan for evaluating progress in achieving project objectives and outcomes.

ESPA projects are intended to provide tools, strategies and information that have national application. Projects that include product development are intended to be developed professionally and ready for duplication and dissemination at the point of completion. Materials must also be developed in electronic format so they can be posted on the ESPA Web site.

Proposals with 10 copies must be received in the ESPA office not later than 5:00 p.m. January 6, 2006. This is a firm deadline and extensions are not granted.

The signature of an authorized representative of the proposing organization or individual is required on the Statement of Economic Interest, Liability Statement, Conflict of Interest Form and Assurance Form (see Application Guidance Document) for ESPA to accept the proposal. Proposals submitted without these executed and unaltered statements by the proposal deadline will be summarily rejected. The executed, unaltered statements indicate the organization and or individual's intent and ability to execute a contract that includes the provisions in the statements.

All proposals become the property of ESPA and final disposition will occur in accordance with ESPA's policies.

#### **Delivery Instructions:**

**Easter Seals Project ACTION**  
**Submission Project Number: 455-6211-01-105**  
**Attention: Ms. Shelia McCray**  
**700 13<sup>th</sup> Street, NW Suite 200**  
**Washington, DC 20001**